

ADMINISTRATIVE SERVICES SPECIALIST

Milwaukee Police Department Sensitive Crimes Division

This position is exempt from competitive examination.

PURPOSE: This civilian position serves as a liaison for the Milwaukee Police Department to facilitate immediate linkage and improve access to community resources for victims of intimate partner violence and sexual assaults. The Administrative Services Specialist will also increase victim participation in the court system, assist in strengthening evidence-based prosecution and improve victim access to the Police Department victim services and the court system.

ESSENTIAL FUNCTIONS:

- Assess clients for emergency needs and refer them to the appropriate agencies, including assisting with the identification of and access to appropriate community resources during the criminal investigation and prosecution. Provide ongoing services as needed.
- Provide services by telephone and in person at victim's homes and other community sites as required.
- Work with the criminal justice system, other systems and various community agencies to coordinate services for clients.
- Develop personal safety plans with clients and provide transportation when appropriate.
- Share information with District Attorney's Office and system partners. Maintain regular communication with community providers and agencies.
- Document contacts and services provided and keep accurate program records.
- Attend program staff meetings and client update sessions.
- Attend local community meetings.
- Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans With Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Social Work, Criminal Justice, Psychology or related field from an accredited college or university. **NOTE: Copies of transcripts must be submitted with application -OR- sent to Ms. Ronnette L. Nelson, Human Resources Analyst Senior, Milwaukee Police Department, Human Resources Division, 749 W. State Street, Room 427, Milwaukee, WI 53233 (Student copies are acceptable.)**
2. A minimum of two years of advocacy case management experience, social work, or closely related experience.
3. Valid Driver's License at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS:

- Experience in law enforcement setting.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of system based advocacy

Administrative Services Specialist, MPD (Sensitive Crimes Division)

- Knowledge of community organizations agencies that provide needed services
- Oral communication skills
- Written communication skills
- Ability to establish trust and communicate sensitively and tactfully with clients who are emotional or agitated
- Ability to work effectively with victims and witnesses of crimes, other agencies and diverse groups of people
- Ability to analyze and solve problems
- Ability to document activities and maintain accurate records
- Ability to effectively apply problem-solving skills to various types of situations, identify problems and recommend solutions
- Ability to prioritize and coordinate work activities
- Proficiency with Microsoft Office software

THE CURRENT Pay Range (PG2BN) is \$36,507 to \$51,106 annually with excellent benefits.

SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written test, interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make a hiring decision. The selected candidate must undergo a background investigation, drug screen and medical examination.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202-3554, by calling (414) 286-3751 or visiting www.milwaukee.gov/jobs.

*All completed applications, resumes, cover letters and transcripts must be returned to Ms. Ronnette L. Nelson, Human Resources Analyst Senior, Milwaukee Police Department, Human Resources Division, 749 W. State Street, Room 427, Milwaukee, WI 53233 no later than **December 28, 2012.***

#12-130EX – CKS (CN) – 12/07/12 – EEO 102